



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

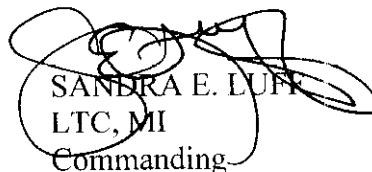
RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: USARB Albany Policy Letters

1. The enclosed packet of policy letters is sent to you for information and/or necessary action. While these policy letters cover assorted subjects required by regulation or recommended by the staff, I want to be clear about the philosophical framework that provides my overarching guidance.
2. I expect each of us to adhere completely to the seven bedrock values that have sustained our Army through war and peace for more than 225 years: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Courage. We must all uphold the highest standards of conduct and professionalism both on and off duty. Focus on the basics and the rest will follow. These policies, along with my command philosophy and vision for this battalion reflect our Army values. If we each live these values, then we will always do what is right.
3. These policies are effective immediately until revoked or superseded and will be permanently displayed on all official bulletin boards, station level and above.
4. For questions concerning specific guidance on each of these policies please refer to the point of contact addressed on each policy.


SANDRA E. LUFF
LTC, MI
Commanding

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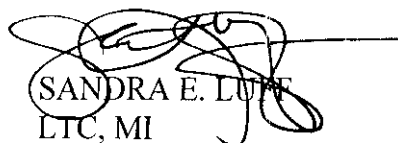
RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #1 - Battalion Commander's Open Door Policy

1. My policy is to grant all reasonable open door requests by soldiers, civilians, and the family members of this battalion who desire a telephonic or personal meeting with me. This holds true for the Battalion Sergeant Major and the Battalion Executive Officer as well.
2. Soldiers are encouraged to use their chain of command to solve their problems or issues. The Chain of Command's involvement will normally provide a faster solution to the problem. However, if this avenue does not provide the proper response, or you feel a problem needs the battalion's immediate attention, I am certainly available, day or night, to assist.
3. An open door meeting provides an opportunity for direct, personal discussion. Because it is not a hearing or an adverse proceeding, spokespersons are inappropriate.
4. Open door meetings must be conducted at no expense to the government. Soldiers or their family members must bear all expenses for travel, lodging, and meals. Permissive TDY may be used for this purpose.
5. This open door policy does not apply to subjects of the UCMJ or similar legal cases. Only regulatory, due process/appeal procedures will be used.
6. Requests for open door meetings may be made through the Battalion Secretary, Mr. Stanley Cukrovany, or the Executive Officer, Major Entwistle at (518) 438-1104.
7. I will always make time for soldiers, civilians and the family members of this battalion.
8. POC this policy is the Battalion S1, (518) 438-7390.


SANDRA E. LUTZ
LTC, MI
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RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #2 – Albany Battalion Time-off Policy

1. Reference: 1st Brigade Policy Memorandum #5-2 – Brigade Time Off Policy
2. Time off is the most tangible way we have as a command to ensure our soldiers enjoy an adequate and meaningful quality of life for themselves and their families. This is especially true in our fast-paced, high-stress working environment.
3. In addition to the minimum requirement as stated in Brigade Policy Letter 5-2, each company commander will ensure an additional day off every RSM for every soldier. This time off will be scheduled in the soldier's Daily Planning Guide, coordinated with the Station Commander, and will be taken with no exceptions. Once scheduled, this day off will not be changed without written approval of the battalion commander.
4. Additionally, each station that achieves mission box for an RSM will receive a note signed by me authorizing each member of the station a full day off. This day will be scheduled with the station commander and will be taken within sixty days of the date of the note.
5. There will be no "working" days off. Personnel who have time off will not report to the recruiting station, or their company HQ.
6. I stress predictability for our soldiers. Leaders at all echelons need to track the work schedules of our soldiers. If you need to go to a ballgame in the middle of the day, schedule it and work it out with your supervisor. You will make the time up. Time off can and will be scheduled and managed to ensure a good balance and quality of life.


SANDRA E. LEFF
LTC, MI
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RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #3: Prevention of Sexual Harassment POSH

1. References: AR 600-20, Army Command Policy; USAREC CG Policy Letter F-5, 19 November 2000
2. Sexual harassment is a continuing concern to me. It undermines morale and the respect for human dignity, which I demand for all members of this command. Further, it interferes with the work effectiveness of its victims and their co-workers. I will not tolerate sexual harassment in this command.
3. Sexual harassment is an unsolicited and unwelcome behavior of a sexual nature. It may consist of sexual advances, physical contact of a sexual nature, or sexually oriented remarks and conduct. Sexual harassment may occur whenever men and women meet and work together. It can originate from either sex and from peers as well as supervisors. It may affect soldiers, civilian employees, individuals applying for enlistment, and other civilian employees.
4. I highly encourage any individual who experiences this unwelcome behavior to take the following steps to resolve the matter. First confront the person(s) whose behavior has offended you. If this does not correct the situation and it continues, use your chain of command in attempting to resolve your complaint. If the situation persists, or if your complaint directly involves a member of your chain of command, you should lodge a formal EO complaint. Follow the guidelines in my Equal Opportunity Policy. Your complaint will be formally acknowledged and will receive immediate command attention.
5. All supervisors must be very sensitive to the problem of sexual harassment and must actively enforce my policy on a daily basis. All supervisors will ensure their subordinates fully understand that sexual harassment will not be tolerated in this command. Individuals involved in any sort of conduct, which demeans self-respect, will be dealt with swiftly and firmly. Sexual harassment is a very serious matter and I expect everyone's full support.
6. POC this policy is the battalion S-1 (518) 438-7390.


SANDRA E. HUFF
LTC, MI
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RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #4 - Equal Employment Opportunity

1. All actions affecting employees or applicants for employment in appropriated or nonappropriated fund positions shall be taken without regard to race, religion, color, sex, national origin, physical or mental handicap.
2. I am totally committed to the implementation of the Department of the Army's Equal Employment Opportunity (EEO) Program throughout the Albany Recruiting Battalion. I expect each manager and supervisor to share my commitment to and support of the EEO Program. Additionally, I charge all non-supervisory personnel to cooperate fully in those efforts necessary to achieve our EEO goals.
3. Additional information or assistance may be obtained from MAJ Andrew Entwistle, Equal Opportunity Officer, (518) 438-1104 or Ms. Lynne Kubis, Equal Employment Opportunity Coordinator, (518) 438-6987.


SANDRA E. LUFF
LTC, MI
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6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #5 – Equal Opportunity

1. The Battalion's policy on equal opportunity is to provide fair treatment for soldiers, civilians, and family members, both on and off duty. This is based on fairness without regard to race, color, creed, sex, national origin, or rank. Mission accomplishment, unit readiness, and morale of all Battalion personnel depend on these principles.

2. The Command's success with its Equal Opportunity Program relies on these key components:

a. Equal Opportunity training is mandatory. It is the cornerstone for understanding the diversity of lifestyles. It promotes human awareness and improves communication.

b. Affirmative action must be a positive attempt by leadership to identify and correct inequalities that prevent people from reaching their maximum potential. It is a tool to ensure that a good working environment is established and maintained.

c. All personnel assigned to this command must feel that the chain of command and first line supervisors are sensitive to equal opportunity issues and will respond. Not only is this right for good management, it is consistent with good leadership and will be done.

d. Commanders and supervisors will ensure that our soldiers, civilians, and families receive equal opportunity and fair treatment. Nothing less will be tolerated.

e. Finally, we must all be considerate of others in both words and deeds.

3. POC for this memorandum is MAJ Entwistle at (518) 438-1104.


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LTC, MI
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RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #6: Alcohol and Drug Abuse Policy

1. References: AR 600-85, Alcohol and Drug Abuse Prevention and Control Program (ADAPCP); USAREC Suppl. to AR 600-85

2. Policy.

a. As the Commander of the U.S. Army Recruiting Battalion Albany, I support the Army's Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) policies and do not condone any alcohol or drug abuse or the use of illegal drugs. I support prevention efforts, counseling, and rehabilitation, and other medical treatment to preserve the mental and physical health of soldiers, civilian employees and their family members.

b. In accordance with AR 600-85, Alcohol and Drug Abuse Prevention and Control Program, every soldier in the Albany Battalion will be tested at least once a year for alcohol and/or drug abuse.

c. Each company will coordinate with the Alcohol and Drug Abuse Prevention and Control (ADAPCP) NCO, SGT Rollins, to have every member of their company tested. An average of 25% of the battalion's soldiers will be tested each quarter.

d. All levels of the chain of command must take prompt action in identifying personnel, regardless of rank or grade, under the influence of a controlled substance or alcohol. The supervisors will immediately notify the unit commander who may direct a urine specimen be provided. If there is reasonable suspicion the member is under the influence of alcohol during duty, he/she should be escorted to the nearest medical facility, Military Entrance Processing Station where a breath measuring device test can be administered. Members with blood alcohol levels of .05 percent or above, while on duty, will be referred within 4 working days to the West Point ADAPCP for screening and evaluation. An individual identified through a positive urinalysis will also be referred for screening and evaluation within 4 working days.

e. All company commanders, station commanders, and supervisors must confront, and counsel in writing, all suspected alcohol or other drug abusing individuals under their

RCNE-AL-CO (600-20)

SUBJECT: Policy Memorandum #6: Alcohol and Drug Abuse Policy

supervision with the specifics of their behavior, inadequate performance, or unacceptable conduct. Knowledgeable company commanders, station commanders and supervisors must provide the necessary support for motivating personnel to recognize the advantages of obtaining assistance with alcohol or drug abuse problems.

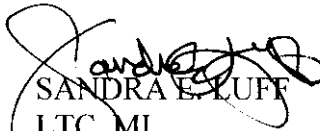
f. Voluntary (self) identification is the most desirable method of discovering alcohol or drug abuse. Each individual whose performance, social conduct, interpersonal relations, or health becomes impaired because of the abuse of alcohol or other drugs has the personal obligation to seek treatment and rehabilitation. Assistance may be sought from the unit commander, installation ADAPCP, medical treatment facility, chaplain, or any officer or noncommissioned officer in the chain of command. The local chapters of Alcoholics Anonymous (AA) areas highly recommended and bona fide treatment organizations. These chapters do not provide the name of their members; however, they may be contacted by calling the phone numbers listed under alcoholics Anonymous or AA in the local telephone book.

g. When a military member's or civilian employee's alcohol or other drug abuse is identified through military or civilian law enforcement investigation or apprehension, the commander will refer the individual to the ADAPCP for initial screening interview. This will be accomplished within 4 working days of notification. Referral for screening or enrollment does not interfere with or preclude legal or administrative actions in any way.

h. It is the policy of the Army, USAREC, and this command to use biochemical testing to preserve the health of soldiers, assess the security, military fitness, good order, and discipline of the command. The objectives of biochemical testing are for identification, deterrence, and monitoring the rehabilitation of drug abuse.

i. All soldiers will read and sign USAREC Form 1124 while inprocessing.

3. POC this policy is the battalion S-1, (518) 438-7390.


SANDRA E. LUFF
LTC, MI
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RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #7: Physical Fitness Policy

1. References: AR 600-9, The Army Weight Control Program.
2. Every soldier assigned to this battalion must demonstrate exceptionally high standards for military appearance. It is imperative that our standards are higher than those established in the regulation because of our high visibility in recruiting. Because of our close daily contact with the community, the image we present is often the only image and the one remembered for the entire US Army. An outstanding appearance is a must. Every soldier assigned to this battalion will comply with the following guidance.
3. I expect 40 minutes of physical fitness training a minimum of three days per week. Leaders at all levels must monitor their section/station/company PT program and ensure this standard is being met.
4. All soldiers will be weighed in conjunction with the Army Physical Fitness Test, which will be conducted once every six months.
5. All soldiers who fail the APFT or exceed the weight table standards of AR 600-9 will be flagged. Soldiers will be enrolled into the weight program IAW AR 600-9. When a soldier passes the APFT and/or meets weight standards, a copy will be forwarded to the S1 and the flag lifted.
6. Any time a soldier feels he/she meets the weight table standards or the CLT feels the soldier can pass the APFT, an official APFT will be given and appropriate action done.
7. Any soldier who, in the chain of command's opinion, presents a nonmilitary appearance because of excess weight may be placed on a monitored weight loss program as outlined above.
8. AR 600-9 describes the entire process for soldiers while on a weight control program who fail to lose weight, gain weight, or reappear in the program after an earlier removal from the program.
9. POC this policy is the Battalion Training, (518) 438-6400.


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RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum # 8 - Serious Incident Reports

1. Reference: USAREC Reg 380-4, Chapter 9.
2. A serious incident is any incident that may cause unfavorable publicity or otherwise be of concern to this Battalion. This includes incidents involving USAREC personnel (both military and civilian), family members, facilities or property.
3. Refer to the enclosed sheet for requirement on what needs to be reported and the timeline for doing so. Provide a narrative summary, either telephonically or by email of the incident to fully describe and identify the circumstances, events, and persons involved. In your report, provide information on who, what, when, where, why, and how. Include such information as estimated dollar loss, medical condition of persons involved, and disposition of offenders. Provide any additional information that helps explain the incident or its impact. Also include and actions taken by military or civilian authorities.
4. CLT's will immediately forward this information by e-mail to the Battalion Commander, XO CSM and S1. Additionally, the CLT will contact the Battalion Commander or CSM telephonically.
5. The POC for this memorandum is the Battalion S1 at (518) 438-7390.


SANDRA E. HUFF
LTC, MI
Commanding



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RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #9: Evaluations and Award Timeliness

1. References: AR 623-105, Officer Evaluation Reporting System; AR 623-205, Enlisted Evaluation Reporting System; Army Regulation 600-8-22, Military Awards; USAREC CG Policy Letter E-3.
2. All leaders are responsible for submitting evaluation reports and awards to the Battalion S1 in a timely manner. There are to be no late evaluations or awards submitted. This is a taking care of soldiers issue, plain and simple.
3. Evaluation reports of enlisted soldiers, officers, and civilians are designed as a means of recording the duty performance of these individuals. They are the primary tools used to determine who exhibits potential to be advanced to the next higher grade. They play a key role in the selection for advancement, higher level schooling, and key jobs.
4. Because of their importance, it is vital that we ensure all evaluation reports we render are completed fairly, accurately, and ON TIME. Each report must be a comprehensive appraisal of the individual's abilities and weaknesses - a realistic and objective evaluation of the individual's true potential.
5. A electronic draft of the NCOER will be submitted to the Battalion S1 by the 5th of the thru month. The S1 and BN CSM will review the electronic draft and inform the companies of any needed changes. Companies must send the signed corrected version to the S1 NLT than the last day of the thru month.
6. Awards complete, error free and signed award recommendations will be submitted to the Battalion S1 according to the timeline listed below. The timeline is from the day the soldier leaves the battalion, not his/her report date to the next duty assignment. Take into consideration leave, PTDY, etc. We must ensure soldiers receive awards prior to departing the battalion. E-Awards are the standard for this battalion and USAREC.

AAM: 30 days prior to presentation date

ARCOM: 90 days prior to presentation date


MSM: 120 days prior to presentation date

RCNE-AL-CO (600-20)

SUBJECT: Policy Memorandum #9: Evaluations and Award Timeliness

7. Recommendations not meeting the required number of days will include a justification for the delay. Only one award will be given to a person for the same act, achievement, or period of meritorious service. However, an award for a single act of heroism or meritorious achievement does not preclude an award for meritorious service at the termination of an assignment. The recommendation at the termination of an assignment will not refer to the act of heroism or meritorious achievement that had been previously recognized.

8. POC this policy is the battalion S-1, (518) 438-7390.


SANDRA E. LUFF
ETC, MI
Commanding



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RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Letter #10: Government-Owned Vehicle (GOV) Accident/Damage Reporting Procedures

1. Reference: USAREC REG 385-40, Accident Reporting and Records
2. Company Commanders/1SGs will report within 24 hours all accidents/damages regardless of the extent of injuries or amount of damage to the battalion S4 and BLT.
3. GOV Operators will:
 - a. Report any damage to their assigned vehicle, regardless of cost, through their CLT to the battalion S4.
 - b. Submit all accident/incident reports pertaining to their assigned vehicle. As a minimum, the following GSA forms will be completed at the scene of the accident and forwarded through the CLT to the S4 within 1 day of the accident/incident.
 - (1) SF Form 91, Operator's Report of Accident.
 - (2) OP Form 26, Data Bearing Upon Scope of Employee's Notice of Traumatic injury and Claim for Continuation of Pay/Compensation.
 - (3) If applicable, Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.
 - (4) SF Form 91a, Investigation Report of Motor Vehicle Accident.
 - c. These forms will be completed and forwarded as indicated above; operators will NOT wait for receipt of a police report before forwarding this information.
4. The Battalion S4 will investigate the circumstances of the accident, damages and recommend the proper action within five calendar days of the incident. Preparation of a DA Form 4697, Report of Survey, with exhibits is required.

RCNE-AL-CO (600-20)

SUBJECT: Government-Owned Vehicle (GOV) Accident/Damage Reporting
Procedures Policy

5. All accidents/damages will be reported immediately to the applicable police department. If the police will not respond, a walk-in report will be requested. If neither is available, a memorandum for the absence of the police report will be submitted.
6. The vehicle driver will obtain three (3) repair estimates unless done by GSA.
7. If damages exceed \$2,000.00, a DA Form 285, Report of Accident, completed by the commander, will be submitted to the battalion S4 within the same time period.
8. POC this policy is the battalion S4, (518) 438-6657.


SANDRA E. LUFF
LTC, MI
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RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #11-Recruiter Expense Allowance Meal Reimbursements

1. Reference: USAREC Reg 37-16, Recruiting Expense Allowance
2. Purpose: To establish battalion limits on reimbursable meal expenses claimed by recruiters on the monthly Standard Form 1164.
3. Policy: Effective immediately, the following dollar limits are established:

Breakfast: \$ 5.00
Lunch: \$ 6.00
Snack: \$ 2.00
Dinner: \$10.00
4. Exceeding these limits will result in the auditing budget technician reducing the claim to meet the policy limit.
5. Point of contact for this action is the budget office at (518) 438-2126.


SANDRA E. LUFF
LTC, MI
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6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy #12: Travel Card Management

1. The travel card is authorized in support of official travel expenses. The card will not be used for personal purposes. Cardholders are liable for all charges on the travel card. In addition, recruiters are authorized to use the card for Recruiter Expenses Allowance (REA) to obtain cash advances. Any other use of the travel card will subject the cardholder to possible disciplinary action under UCMJ for military personnel or the Table of Penalties for civilian personnel.
2. In order to reduce the number of outstanding bills, it is mandatory to use the "Split Disbursement" option when filing a travel voucher or subvoucher. Split disbursement must be used to pay for all charges made to the travel card during official travel, i.e., hotels, rental cars, etc.
3. The following actions will be taken regarding personnel with delinquent government card payments.
 - a. At 30 days: Company Commanders will counsel individuals and a copy of the counseling forwarded to the Battalion XO.
 - b. At 60 days: Soldiers will be flagged and counseled by the Battalion Commander
 - c. At 90 days: I will consider possible UCMJ action.
 - d. At 120 days: The case will be forwarded to 1st Brigade BJA for further guidance. The account will be canceled and the card will be destroyed. Once an account has been cancelled, it cannot be reactivated. Persons who have their accounts canceled are not permitted to have travel advances for future TDY.
4. Point of Contact for this memorandum is the budget section or the Battalion XO (518) 438-2126.


SANDRA E. LUNT
LTC, MI
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6 June 2003

MEMORANDUM FOR All Assigned Personnel

SUBJECT: Policy Memorandum #13--Local Travel Area (LTA)

1. References.

- a. DOD Joint Federal Travel Regulations, Volume 1.
- b. Comptroller General Decision B-196049, 21 Apr 80.
- c. USAREC Regulation 37-14, paragraph 2-2.

2. Reference 1(a) provides for reimbursement to military and civilian personnel who travel in and around their duty station in the conduct of official business to generally be entitled to reimbursement of their personal transportation expenses at the current privately-owned conveyance rate. Furthermore, both civilian and military are authorized reimbursement for meals procured at personal expense under certain conditions. Personnel will not receive reimbursement for travel within the their company's area of responsibility without the prior approval of the battalion executive officer.

3. In order to determine proper reimbursement to military and civilian personnel assigned to the USARB ALBANY Battalion Headquarters for expenses incurred when performing their official duties, the LTA for USARB ALBANY Battalion Headquarters is defined as follows:

- a. Battalion Headquarters – One hour driving distance one-way from the headquarters building.
- b. Companies – One hour driving distance one-way from the company headquarters.
- c. Recruiting Stations – One hour driving distance one-way from the recruiting station.

4. Individuals traveling in the established commuting area who must remain overnight due to mission requirements must indicate so in block #16 of DD Form 1610.

5. Point of contact for this action is the budget office at (518) 438-2126.


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LTC, MI
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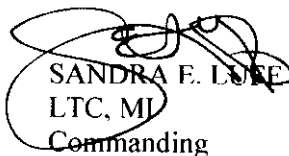
MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #14: Mail and Federal Express Policy

1. REFERENCE: AR 25-51, AR 55-355, USAREC Reg 55-3

2. GENERAL:

- a. Mail is normally received daily at 1100 and will be distributed immediately by S1 personnel.
 - b. Accountable mail, with no attention line, will be opened by the adjutant or authorized representative and delivered to the intended person or section. Accountable mail will be controlled.
 - c. Outgoing mail, correspondence, periodic bulletins, etc. will be dispatched every day prior to end of normal working hours.
 - d. Use of the battalion address for personal mail is permitted for incoming personnel, on a temporary basis, for a 60-day period from the date they sign in. Personnel will then arrange for their mail to go to a permanent address.
 - e. Prior to submission to the S1, the sender will complete packaging and addressing.
3. FEDEX. The battalion executive officer is the approval authority for utilizing FEDEX. Recruiters, Station Commanders, Counselors and all staff personnel will ensure the use of FedEx is not abused. Anyone using this form of mail will ensure they print legibly. FEDEX will not be used for personal reasons.
4. Point of contact is the Battalion S1 at (518) 438-7390.


SANDRA E. LUSE
LTC, MJ
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6 June 2003

MEMORANDUM FOR ALL Battalion Personnel

SUBJECT: Policy Memorandum #15: Property Accountability

1. References: AR 710-2, DA Pam 710-2-1, AR 735-5.
2. All hand receipt holders will conduct a 100% inventory of their hand receipts and property on a semi-annual basis. One of these inventories will be in conjunction with the annual Battalion CIP of the company. If any property is damaged or missing, to include GOV's, the hand receipt holder will immediately contact the supply sergeant to report it. Additionally, the hand receipt holder will follow up with the necessary and correct paperwork within four (4) working days of discovering the missing /damaged property.
3. Upon a change of hand receipt holder, the departing and assuming hand receipt holders will conduct a joint inventory of all property on the hand receipt. This joint inventory will be conducted and the hand receipt signed within 30 calendar days prior to the change of the hand receipt holders.
4. All hand receipt holders will sign their updated computerized Standard Property Book System (SPBS) hand receipt(s) no less than every six months or upon request of the supply sergeant.
5. POC this policy is the battalion S-4, (518) 438-6657.


SANDRA E. LUFF
LTC, MI
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy # 16 - Battalion Reenlistment Incentive Policy

1. Reference AR 601-280, Army Retention Program.
2. Every soldier in this command who is serving faithfully and honorably and who meets the eligibility requirements will be afforded the privilege of re-enlisting.
3. Commanders will ensure reenlisting soldiers receive the following:
 - a. Soldiers are excused from duty to allow for administrative processing of their enlistment.
 - b. The day of reenlistment is a non-duty day for the re-enlisting soldier.
 - c. A three day pass which may be taken any time within 60 days after reenlistment.
4. POC this policy is the battalion S-1, (518) 438-7390.


SANDRA E. LUFF
LTC, MI
Commanding



DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

REPLY TO
ATTENTION OF

RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy #17 – Leave Management

1. Reference: AR 600-8-10, Leaves and Passes; Brigade Policy Memo #1-2
2. IAW referenced publications, all personnel will be given the opportunity to take leave and are encouraged to do so. Maximum opportunity will be afforded so that leave can be taken as it is earned. The chain of command will manage the use of leave to ensure that no soldier loses leave at the end of the fiscal year (30 September). In an effort to avoid losing leave, all soldiers are encouraged to take leave each quarter. Leave will not normally exceed 14 days at a time.
3. RESPONSIBILITIES:
 - a. Leaves:
 - (1) Company commanders will monitor/approve leave requests, with the exception of requests for more than 14 days leave and permissive TDY, which must be approved by the Battalion Commander (unless prior coordination is made with BLT / CLT for approval). The DA Form 31 (Request and Authority for Leave) will be routed for approval through the CLT's to battalion.
 - (2) A leave form is not approved until it has the approval authority's signature and a control number on it. Soldiers must ensure that requests for leave are submitted with enough lead-time (recommended lead time is 10 days prior to the requested leave date) to process the request. Departure on leave without the approval authority's signature and control number could have adverse affects on the soldier in the event of illness or injury while on leave.
 - (3) In the event of a short fused leave request, the following steps will be taken to ensure the soldier has proper approval.
 - (a) The completed leave form will be faxed to Bn S1. For OCONUS leave, the approving authority is the Battalion Commander. A DA Form 4187 must also be submitted, providing details of the trip (accurate addresses, phone numbers, etc.) Soldiers must also receive a threat briefing prior to departing on OCONUS leave.

- (b) S1 will log in the DA Form 31 and annotate the form with a control number.
- (c) S1 will fax the DA Form 31 with control number to the soldier/CLT, as appropriate.
- (d) Original DA Form 31 will be forwarded to Bn S1 for normal processing within 72 hrs. (3 working days).
- (e) No one is authorized to pull any approved leave without the Battalion Commander or Command Sergeant Major's approval.

b. Emergency Leaves:

(1) Telephonic approval from the Company Commander must be obtained immediately. "Emergency" will be entered in item 7 of the DA Form 31. The Battalion Commander will determine the number of days necessary for the soldier to take depending on the nature of the emergency. Verification with the Red Cross may be required.

(2) Emergency leave is chargeable and normally will be granted for emergencies existing in the soldier's immediate family or the spouse's family (i.e., death, and serious illness injury). Immediate family includes mother, father, legal guardian, spouse, children, and brother, sister or other blood relatives.

(3) Personnel in emergency leave status will maintain the "Individual Copy" of the DA Form 31 in their possession at all times.

(4) Space available (Space A) travel within CONUS by DOD owned or controlled Aircraft is authorized for the individual on emergency leave. Space A will be provided on a first in, first out basis. There is no guaranteed space for such passengers.

c. Passes:

(1) A pass is an authorized absence from an assigned duty station and is granted for relatively short periods of time. Passes are not a right to which anyone is entitled, but privileges to be awarded to deserving soldiers. They aid in the establishment and maintenance of a high degree of moral and military effectiveness as an instrument of Command management. Passes will be freely accorded to soldiers' earning them through their performance of duty and conduct. Soldiers may be denied pass privileges for the following reasons:

- (a) As a result of their misconduct
- (b) In order to meet operational requirements
- (c) For temporary administrative control

(2) Regular Passes: Regular passes may be granted for periods not to exceed 72 hours, except for holiday weekends or specific holiday periods. Such passes are normally authorized to begin at the end of working hours on Friday afternoon until the beginning of normal working

hours on the following Morning. Regular passes will normally be valid only during specific off-duty hours.

(3) Special Passes: Special passes may be granted for periods up to four days outside of regular pass periods. The pass must include at least two consecutive non-duty days. Special passes may be granted to officers and enlisted personnel earning this privilege for the following reasons:

(a) Special recognition for exceptional performance of duty, i.e., Recruiter making mission box, quality volume, etc.

(b) To attend spiritual retreats or other major religious activities consistent with military requirements.

(c) To alleviate personal problems associated with military service.

(d) To exercise voting responsibilities.

(e) For unseen circumstances which would materially affect morale or the effectiveness of the individual.

(4) Reenlistment Incentive Passes: Personnel assigned to the US Army Recruiting Battalion ALBANY who reenlist will be authorized a special 3-day pass. This special 3-day pass will be coordinated between the soldier and his/her supervisor so that mission requirement will not be disrupted in any way. Such passes will be in conformance with the provisions of AR 600-8-10, USAREC Regulations and those set forth by this policy letter.

d. Permissive Temporary Duty: Permissive TDY is performed at no expense to the government and is semi-official in nature. It is both beneficial to the soldier and the Army, and must be required in the performance of the soldier's assigned duties. Permissive TDY cannot be granted for the performance of public business/assigned mission. Permissive TDY is authorized subject to the approval of the Battalion commander for a number of activities, among which are the following:

(1) Participation in competitive sports events authorized by the Army.

(2) Attendance at organizational meetings having a direct relationship to the soldier's profession and must be beneficial to both the soldier and the Army.

(3) Attendance is in response to a subpoena, summons, or request in lieu of process in court proceedings.

(4) In support of federally chartered national scouting organizations. The soldier's participation must be in the capacity of an adult leader or supervisor on a continuing basis.

(5) Participation in other official/semi-official Army programs for which TDY is inappropriate, but which will enhance the soldier's value to the Army.

(6) For the purpose of house hunting, incident in PCS moves, when it has been determined that Government housing or quarters are not immediately available, or, if available, not required to be occupied at the gaining station. The following is applicable:

- (a) The house hunting must not exceed 10 days.
- (b) Permissive TDY must be incident to PCS TRAVEL.
- (c) Only one house-hunting trip is authorized per set of PCS Orders.

(7) Permissive TDY is not authorized nor appropriate in the following situations:

- (a) Attendance at spiritual retreats or other religious observances unless meetings bear direct relationship to the soldier's primary military duties.
- (b) For the purpose of attending to personal affairs.
- (c) For the purpose of conserving a soldier's leave.

4. Sign In/Sign out: The battalion S-1 will automatically sign soldiers in/out on leave and place a copy of soldiers leave in their RS distribution box upon their departure. NOTE: It is the CLT/soldiers responsibility to notify the S-1 if they depart later, return earlier, or cancel their leave. If not, you will be charged the leave annotated on the DA 31.

5. Soldiers will be physically present in the local area (defined as on post, duty station, or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave. Soldiers who fail to comply are subject to UCMJ action.

6. Company Commanders will obtain approval from the Battalion Commander prior to departing the Battalion area regardless of the nature or purpose of the pass, personal or official business.

7. The S-1 will monitor the leave status of all assigned personnel on a monthly basis. A listing of the names of those individuals who are in a "use or lose" leave status will be provided to the Battalion Commander, Company Commanders, and Staff Section Chiefs.

8. Supervisors at all levels have the responsibility to promote and support the leave and pass policy.

9. This letter is directive in nature and will remain in effect unless otherwise superseded or rescinded.

10. POC for this policy is the battalion S-1, (518) 438-7390.


SANDRA E. LUFF
LTC, MI
Commanding



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #18: Command Inspection Program

1. The purpose of this memorandum is to establish policy for the implementation of guidance in AR 1-201, Army Inspection Program. The purpose of the Command Inspection Program (CIP) is to provide leaders with an assessment of their unit and assist them in corrective and sustainment actions.

2. The Albany Recruiting Battalion implements the CIP through Initial Command Inspections, staff assistance visits, and special and follow-up inspections.

a. Initial Command Inspections: Conducted within ninety days of assumption or change of Command. Purpose is to provide commander a start point of improving unit. Company initial command inspection team composition: XO, S1, S3, S4, TCCO/Facilities, Ed Spec, A & PA, and IMO. The BLT will participate and inspect special areas of emphasis.


b. Annual Inspections: Conducted one year after the initial inspection.

c. Staff Assistance Visits: Conducted at the direction of the commander through the XO to assist a company or station having difficulty in a particular area. Primarily a training visit with the intent to remedy a "can't do" situation. Examples: area canvassing/face-to-face prospecting, entering the traditional high school market.

d. Special Inspections: Conducted at the direction of the commander toward a specified unit or in a specified area throughout several units. The commander will determine purpose of these inspections. Examples: LEADS management, PMS reporting.

e. Follow-up inspections: Will generally be conducted within six months following initial or annual inspection.

3. POC is the Battalion XO at (518) 438-1104.


SANDRA E. LUFF
LTC, MI
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RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #19: Suicide Prevention

1. References: AR 165-1, Chaplain Activities in the U.S. Army, dtd 27 Feb 98; DA PAM 600-24, Suicide Prevention Psychological Autopsy, dtd 30 Sep 88.

2. The Recruiting Command is not immune to the tragedy of suicide. Every member of the Albany Battalion must be vigilant to the following signs, which may indicate someone is contemplating suicide:

a. VERBAL SIGNS: "You'd be better off without me," "I wish I were dead," "My problems will soon be ended."

b. PLANS FOR DEATH: Giving away prized possessions, making a will, putting affairs in order, getting something for a suicide (a lethal weapon or medication, etc.).

c. DEPRESSION: Unusual sadness, anxiety, or loss of interest.

d. BEHAVIOR CHANGES: Sleeplessness, loss of appetite, uncharacteristic irritability.

3. Work and private lives are often stressful. The early months of a new recruiter's tour in USAREC may be particularly stressful. No soldier, employee, or family member should be left to feel alone or hopeless when suffering debilitating stress. Signs of emotional distress require the observer to act. Pass the word to your commander/1SG, call the chaplain, or dial the local suicide hotline. Do not risk regrets later because you were not observant enough to recognize a suicide signal until it was too late.

4. If you feel you are at risk or think that someone else may be, contact Chaplain (Major) Brouillard. He is a vital asset to the Albany Battalion team and is always willing to assist in any way. He can be contacted at the following numbers: Home/office: (860) 367-0192; Cellular Phone: (404) 909-2831; or pager: (800) 975-8405.


SANDRA E. LUFFE
LTC, MI
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RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #20: Uniform Policy

1. The uniform policy for battalion personnel is:

a. The only authorized duty uniform, to include Saturdays, is the Class B Uniform (short sleeve or long sleeve with tie; ribbons and badges optional). All soldiers will be in proper uniform NLT one hour after office opens.

b. Authorized headgear will be worn at all times when moving to and from vehicles and buildings such as MEPS, CLTs, Recruiting Stations, and schools.

c. Civilian clothing is authorized for social events only with the permission of the Battalion.

d. The USAREC patch will be worn while wearing the Class A or Battle Dress Uniform.

e. BDUs or MOS related uniforms are authorized when it will assist with recruiting effort, such as school and job fairs. Company Commanders have the authority to allow the wear of BDUs or MOS related uniforms on such occasions.

2. Exceptions to this policy will be requested through the command channels, and will normally be granted for soldiers meeting with the public outside the boundaries of the MEPS. These privileges can be removed if soldiers abuse or violate this policy.

3. PT uniform. The standard Army or Battalion issued PT uniform will be worn for scheduled unit PT sessions. The shirt will be tucked inside the shorts and PT shoes with socks will be worn. All male soldiers will be shaven while in PT uniform. Female soldiers will have their hair up off their collars IAW AR 670-1. When conducting individual PT, soldiers may wear civilian attire that is in good taste.

4. Point of contact is the Battalion Command Sergeant Major at (518) 438-1104.


SANDRA E. LUE
LTC, MI
Commanding



DEPARTMENT OF THE ARMY
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REPLY TO
ATTENTION OF

RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #21: Safety

1. Safety is everyone's responsibility. A commitment to safety is essential to fostering a command climate where all members can contribute fully towards the quality of life and the accomplishment of the mission. I will lead the effort personally and will look for the same from all personnel. Accordingly, I expect every soldier, civilian employee, and family member in this command to ensure that their personal safety and health and that of those working around them are integral parts of their efforts to accomplish our mission.
2. Commanders and supervisors must demonstrate clear and positive leadership in observing and enforcing safety standards, implementing risk management, and improving safety and occupational health in areas under their control. Commanders and supervisors will be held accountable for ensuring that their people know the hazards of the workplace and receive appropriate training to work in a safe manner, to include risk management training.
3. The safety goals of the Albany Recruiting Battalion are to:
 - a. Minimize accidental manpower and monetary losses, thus providing more efficient use of resources and advancing the mission effectiveness of the Albany Recruiting Battalion.
 - b. Provide a safe and healthful environment at all times for all Army and Department of the Army civilian personnel.
4. Safety Training: Company Commanders are required to conduct three hours of safety classes annually. A list of attendees will be forwarded to the Battalion S1 and S4, within five working days of each training session, so that annotations can be made to individual DA Form 348's (Individual Driving Records.)
5. Office Safety
 - a. Fire extinguishers will be located at prominently displayed locations in all offices next to all ADP equipment. The Unit Fire Inspector will inspect all fire extinguishers monthly to

ensure against tampering.

b. All offices will display, in prominent places, the floor plans of the facility, showing personnel evacuation routes and all exits and locations of fire extinguishers..

c. Paint thinner, flammable mixtures, and oily rags will not be stored in headquarters or recruiting stations.

d. Care will be exercised to ensure that faulty electrical appliances or wiring are repaired immediately. All appliances and office machines will be turned off when not in use.

e. Work places will be properly maintained and aisles kept unobstructed. All personnel should be constantly alert to unsafe conditions that could lead to fire or injury.

6. Vehicle Safety

a. Safety Devices in Vehicles: Use seat belts and headlights at all times while operating military and General Services Administration leased vehicles. Drivers will ensure that all passengers use seat belts when vehicles are in motion.

b. Vehicle Safety Inspection: The assigned driver will make a daily inspection of the vehicle. First Sergeants and Station Commanders will perform periodic safety inspections. POV inspections will be conducted one week prior to all 3 or 4 day weekends. All deficiencies must be corrected prior to the start of the weekend. The Battalion Vehicle Manager will make annual inspections and report the results to the Safety Officer and Battalion Commander.

c. The following forms are required in the vehicles:

- (1) Standard Form 91, Operator's Report of Motor Vehicle Accident
- (2) Standard Form 91-A, Investigation Report of Motor Vehicle Accident
- (3) Standard Form 94, Witness Statement
- (4) Optional Form 26, Data Bearing Upon Scope of Employment of Motor

Vehicle Operator

d. The following forms will be maintained at battalion:

- (1) DA Form 285, United States Army Accident Investigation Report
- (2) USAREC Form 672, Telephonic Incident Notification

e. Fire extinguishers will be placed in all vehicles. Extinguishers will be inspected monthly to ensure against tampering. It is the responsibility of the station commander to ensure that such inspections are conducted.

f. Smoking is not permitted in recruiting stations or government owned vehicles (GOV)

RCNE-AL-CO

SUBJECT: Policy Memorandum #21: Safety

g. Operators will not eat while operating a GOV.

h. Operators will operated cellular phones only with the use of hands-free devices.
Operators in New York State are subject to fines for using a cellular phone while operating a vehicle.



SANDRA E. LUFF
LTC, MI
Commanding



REPLY TO
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ALBANY, NEW YORK 12205-1131

RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy Memorandum #22 - Battalion Commander's CCIRs

1. Commanders must keep me informed about all Commander's Critical Information Requirements (CCIR). I expect the company leadership to notify me about the following events as rapidly as possible, even at home and on weekends.

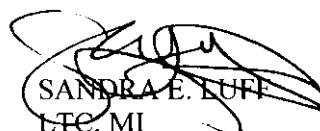
- a. Death or serious injury to a soldier or local family member of USARB Albany.
- b. Attempted suicide of a soldier or local family member of USARB Albany.
- c. Terrorist threats or assaults, including bomb threats, against any recruiting facility or soldier.
- d. Demonstrations against the Army at any location where recruiters are present.
- e. Felony arrest of any USARB Albany soldier, including DWI or DUI.
- f. Actual adverse publicity specifically naming a recruiter or recruiting station.
- g. Knowledge of child abuse, spousal abuse or domestic assault.
- h. Reports of sexual misconduct or sexual harassment.
- i. Accidents involving a GOV.

j. Any report of government housing problems that the family cannot resolve quickly through normal channels. Specific concern is placed on heating and hot water problems, during the winter months, that are unresolved.

2. Incidents other than these, such as misdemeanor arrests or the death of a soldier's parent should be reported to me as early as possible on the next duty day.

3. Do not delay contacting me while you wait for more information. Make your report and then continue to collect the facts. I will give you guidance when we talk.

4. In the event that you can not reach me, contact the CSM or the XO.


SANDRA E. LUFF
LTC, MI
Commanding

Commanding



REPLY TO
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RCNE-AL-CO

6 June 2003

MEMORANDUM FOR All Commanders

SUBJECT: Policy Memorandum #23 - Battalion Casualty Reporting Procedures

1. Reference. AR 600-8-1, Army Casualty Operations, Assistance, and Insurance, dated 20 October 1994.
2. Purpose. The purpose of this memorandum is to give general guidance on the battalion's casualty reporting procedures.
3. Scope. The procedures contained in this document pertain to incidents involving death or life threatening injuries.
4. Actions In the Event of a Casualty. The following lists some of the major actions that the company leadership team and battalion staff must be taken in the event of a casualty. It is important that we do not notify the next of kin (NOK) prior to coordinating with the Casualty Area Command (CAC) at Fort Drum.
 - a. Immediately upon notification of a casualty the CLT should telephonically contact the battalion commander.
 - b. After notifying the battalion commander, the CLT will notify the Fort Drum CAC at 1-888-325-1601 or 315-772-3929. The CAC will give specific guidance to the CLT pertaining to notification of the NOK and casualty procedures. The CLT will maintain constant communications with the CAC during the casualty notification process and casualty assistance process.
 - c. As soon as possible, even on weekends, the CLT is required to send an emailed summary of the circumstances to the battalion executive officer and adjutant. The summary should answer the questions: who, what, where, when, why, how. On weekends, the CLT will call the S1 and XO when the email has been sent. The XO and XI will respond to the Brigade Headquarters. In addition the XO or S1 will notify the BN AP&A about the casualty.
 - d. Upon receiving the summary of the circumstances, the battalion executive officer or S1 will send an Initial Serious Incident Report to the following agencies:

RCNE-AL-CO

SUBJECT: Battalion Casualty Reporting Procedures

(1) USAREC, Security Branch, (Phone: 502-626-0225/0776, Fax: 502-626-0918) after duty fax to the EOC (Phone 502-626-0823, Fax: 502-626-0825).

(2) BDE HQs (Fax: 301-677-5864) and the BDE S1 (FAX: 410-674-4376). Phone: 301-677-2790. After duty, beeper: 1-888-590-0471.

Updated serious incident reports will be sent as needed. The final report will be sent after the funeral.

e. Within 24 hours, the S1 is required to notify the brigade chaplain at the following number, 301-677-2943/2824. The chaplain's beeper is 1-888-590-0484.

f. Within 24 hours, the CLT will initiate a LOD and Army Accident Report, if appropriate.

g. The CLT will maintain contact with the appropriate local authorities in order to obtain information pertaining to the casualty.

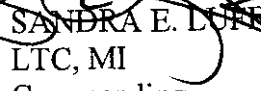
h. The CLTs will "Copy Furnish" the battalion S1 on any emails involving this incident that go outside of the battalion.

5. General information.

a. Casualty Notifiers. All officers and senior enlisted personnel in grades E7, E8, and E9 may be used to notify the next of kin. The next of kin will be notified in an appropriate, dignified, and understanding manner.

b. Except when the NOK is physically present at the place of death, personal notification will be done during the local time periods from 0600 hours to 2200 hours.

6. The POC for this memorandum is CPT Grant, S1, at 518-438-7390.


SANDRA E. LUFF
LTC, MI
Commanding